Process	*Matching*
Process Number	*AP-026*

Description of Process

This process compares voucher information with the purchase orders and receivers, evaluating the results using matching rules. A voucher cannot be processed for payment until it passes Matching and Budget Checking.   Matching will be run as an overnight process in production.

Input to Process

Voucher with a Match status of "To be Matched" and a voucher status of "Postable".

Output of Process

"Matched" vouchers ready to be Budget Checked.

Vouchers for which "Match Exceptions" exist.

Service Level Agreement Required? (if yes, provide a brief description)

N/A

PeopleSoft Panel Groups being Used

Function	Panel Group
Process	Match Request (Batch only)
Inquiry	Match Exceptions
Report	Match Exceptions Report (APS4005X-Batch only)

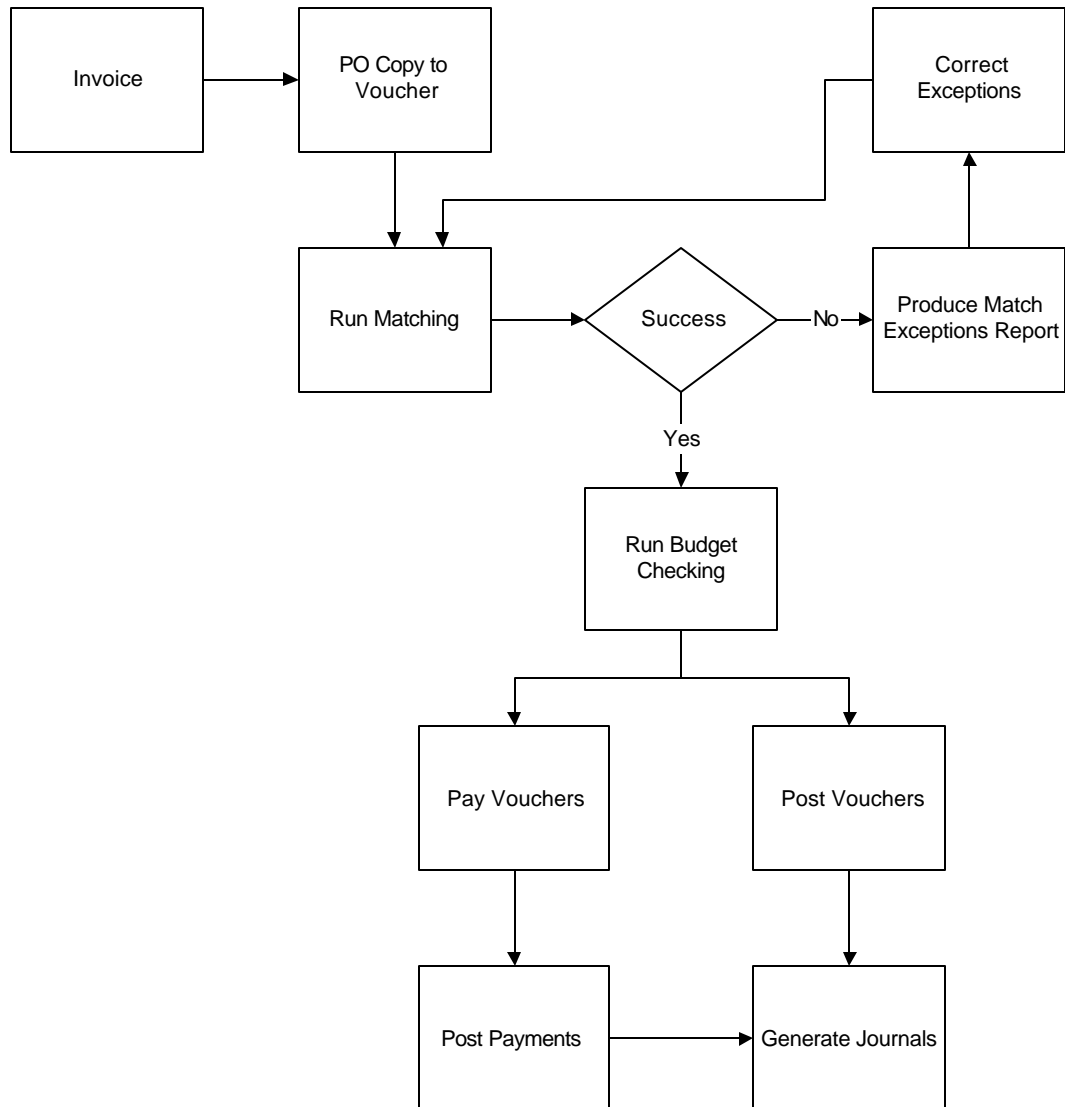### Business Process Description

Process Description	Responsibility (Agency/Centralized)
Step 1: **Copy Purchase Order into PO Voucher** Complete PO Voucher (See PO Voucher Process). Entered vouchers should have a status of "To be Matched" and a voucher status of "Postable".	Agency
Step 2: **Perform Overnight Match Processing** Two-way matching compares the invoice to the purchase order and is used for the purchase of services. Three-way matching compares the voucher, purchase order, and receiver information. Three-way matching is used for purchase of goods and some services (confirmation of services provided).	Financial Systems Solutions
Step 3: **Review Match Exceptions Report (APS4005X)** The report will be sorted by Business Unit and Voucher ID. Match exceptions may also be viewed using on-line inquiry.	Agency
Step 4: **Correct Exceptions** Exceptions may be rejected, corrected, or manually overridden. • When an exception is rejected, the voucher will not be available for further processing and will not be paid. • Purchasing may have to update or modify the purchase order for an exception to be corrected. • Overriding an exception will allow the voucher to complete processing but it will not close out the purchase order. Agencies should develop internal procedures that will ensure that the person authorized to override a match understands the consequences of overriding a match rule.	Agency

Forms Used with Process

None

Process Flow Diagram (if appropriate):

```
┌─────────┐      ┌──────────────┐                           ┌──────────────┐
│ Invoice │─────▶│ PO Copy to   │                           │  Correct     │
│         │      │ Voucher      │                           │  Exceptions  │
└─────────┘      └──────────────┘                           └──────────────┘
                         │                                          ▲
                         ▼                                          │
                 ┌──────────────┐      ◇            ┌──────────────────┐
                 │ Run Matching │────▶ Success ─No─▶│ Produce Match    │
                 │              │      ◇            │ Exceptions Report│
                 └──────────────┘       │           └──────────────────┘
                                        │ Yes
                                        ▼
                                ┌──────────────┐
                                │ Run Budget   │
                                │ Checking     │
                                └──────────────┘
                                   │        │
                          ┌────────┘        └────────┐
                          ▼                          ▼
                  ┌──────────────┐          ┌──────────────┐
                  │ Pay Vouchers │          │ Post Vouchers│
                  └──────────────┘          └──────────────┘
                          │                          │
                          ▼                          ▼
                  ┌──────────────┐          ┌──────────────────┐
                  │ Post Payments│─────────▶│ Generate Journals│
                  └──────────────┘          └──────────────────┘
```

APPROVAL FORM

SIGNER	ROLE	APV	NOT APV	DATE
Kay Reid	DOAS Project Lead			02-08-99
Charmane Miller	THG Project Lead			02-16-99
Dorothy Tarrer	Design Analyst			02-16-99